

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

October 22 - City Council
Meeting Agendas

Looking Ahead

Thursday, October 24: Parking
Authority meeting

Saturday, October 26: Old Town
Spooktacular

Monday, October 28: Parks &
Recreation Board meeting

Wednesday, October 30: Trunk
or Treat (5:30-7:30 pm)

Thursday, October 31: Citywide
Trick or Treat (dusk-8 pm)

Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- [OpenGov](#)
- [Citibot](#)
- **WATCH!** [publiCITY](#) news show
- **LISTEN!** [Rouss Review](#) podcast



Winchester Fire and Rescue in partnership with Frederick County Fire and Rescue hosted a ceremony on October 16 celebrating the groundbreaking of the new burn building at the Winchester Regional Fire and EMS Training Center.

City Manager's Takeaways

Along with Councilor Bill Wiley, Frederick County Supervisor Bob Wells and Administrator Kris Tierney, participated in a public policy panel discussion during a breakfast hosted by the Top of Virginia Regional Chamber.

Discussed planning efforts for the upcoming 2020 Census to ensure an accurate count of city residents. The results of the 2020 Census will directly impact the allocation of resources from the state and federal level.

Began pre-planning efforts for the FY2021 Budget Process, which will formally kick off internally on November 1.

Public Safety

Winchester Police

- Attended breakfast and tour event at Quarles Elementary and hosted Girl Scout tour of Timbrook.
- Continued fitness assessments.
- Attended Crime Solvers meeting.
- Attended social media and Google trainings.
- Attended FBI National Academy Associates training.
- Sent Policy 2-4G to command staff for review.
- Assisted with Code Enforcement (Zoning & Inspections) issues.
- Provided security for Oktoberfest in Old Town.
- Attended Gang, Animal Control Officers, and Virginia Police Work Dog Association seminars/conferences.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 10
 - Burglaries (residential) - 2
 - Burglaries (commercial) - 0
 - Property crimes: 21

Winchester Fire and Rescue

- Reviewed draft Scope of Work for upcoming Fire Department Evaluation.
- Attended monthly Volunteer Presidents/Chiefs meeting and monthly Command Staff meeting (Leadership Forum).
- Hosted the Burn Building groundbreaking ceremony.
- Held planning meetings for the Public Safety Chili Cook Off to be held on October 24 and Stuff-a-Truck.
- Attended the Driver Aerial Operator class funded by the Virginia Department of Fire Programs.
- Assisted Emergency Management with Radio Manager interviews.
- Met to discuss starting a peer-to-peer support group.
- Held a CPR certification class for dispatchers.
- Completed Unmanned Pilot certification course.
- Attended Lord Fairfax EMS Council board meeting.
- Assisted Grafton Integrated Health Office and Emergency Management with an emergency plan and toured the Grafton facilities at Bellview and Shawnee Drive.
- Placed new AEDs in service at City Hall, Our Health, Quarles Elementary School, City Yards Administration Office, and TEMO.
- Attended the Virginia Fire Prevention Association Fall Training Conference.

Police Activity	#
Calls for Service	729
Crash Reports	11
DUI/DWI	2
Alarms/False Alarms	18/18
Directed Patrols	41
Directed Patrols (OTW)	10
Extra Patrols	136
Extra Patrols (OTW)	3
Traffic Citations	56
Traffic Warnings	63
Parking Tickets	
Special Events Permits Received/ Approved	0/0 68 rec'd YTD

Fire Activity	Fire Activity
Fire	2
Overpressure	0
EMS/Rescue	100
Hazardous Cond.	7
Service Call	11
Mutual Aid Given	6
Good Intent	3
False Alarms	7
Special Incident	0
Plan Review	3
Inspections	8
Reinspections	25

- Conducted a Fire Safety Presentation for Senior Citizens at the Regional Triad Expo.
- Hosted Fire Prevention Week kick-off events at Shawnee Fire Company and South End Fire Company.
- Set up a fire engine display, provided handouts and interacted with customers at the Lowes Home Improvement Store as part of their safety day.
- Participated in various other fire safety education programs at local childcare establishments.

Emergency Management

- Met with Grafton representatives to review their emergency operation plans.
- Held interviews for the Radio Manager position.
- Attended the Fire Department Burn Building recognition ceremony.
- Participated in webinars for UAV program management Everbridge notification system.
- Attended the National Weather Service Skywarn training program.
- Participated in the Great Southeast Shakeout earthquake drill.
- Met with DaVita Dialysis to review their emergency operation plans.
- Instructed Day 3 of the Remote Pilot 101 certification course for City employees.

Development Services

Economic and Workforce Development

- Held after-action meetings to discuss Manufacturing Week advertising metrics.
- Held monthly Economic Development Authority meeting. Authority members discussed the Boscawen Street improvement options and is considering funding a traffic study.
- Worked with partners on planning a networking event for Shenandoah University staff and business leaders.
- Continued work on the FY17 and FY18 Economic Development Authority audits.
- Finalized the demolition process at the Kent/Piccadilly redevelopment site and met with contractors engaged for the backfill process.
- Met with Virginia Economic Development Partnership representatives to discuss available sites for prospective tenants.

Arts and Vitality & Old Town

- Held successful two-day Oktoberfest event on Loudoun Street Mall.
- Processed and approved 1 Taylor Pavilion Rental Application.
- Continued vendor outreach for Holly Jolly Holiday Market.
- Assisted 21 tourists and 3 locals at the Welcome Center.
- Drafted materials and handouts for Old Town Advancement Commission (OTAC) annual retreat.
- Met with arts non-profit director representing Leesburg to discuss arts spaces and programming in comparable nearby communities.
- Repainted and refreshed holiday decorations for Old Town.
- Attended the Main Street regional Rev Up event in Orange, VA.

Planning

- Staffed the October 15 Planning Commission meeting. Reviewed Chapter 4 (Economic Sustainability) edits for the update of the Comprehensive Plan. The Commission also authorized administrative approval for the Creekside Condos site plan, but unanimously directed staff to schedule a public hearing on the Epicc site plan which is still being finalized by the engineer in terms of green space calculations and other details.
- Attended and served on panel for 275th Anniversary book launch event on October 17.
- Staffed the October 17 BAR meeting. Three cases were reviewed including conceptual review of redevelopment of the burned building at 137 S. Loudoun Street.
- Represented City at October 16 MPO Project Steering Committee meeting where the North Winchester Phase II Study preliminary analysis and two design alternatives for Rte 11,37 & I-81 (Exit 317 area in Frederick Co) were presented by the consultant. No easy nor inexpensive solutions.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Met with representatives looking to create a women's business owners networking event to try and help find a good location/partnership for them.
- Took part in a research/stakeholder interview call with DCI, the company doing the Shenandoah Valley Talent Strategy research project.
- Held monthly Tourism Board regular and committee meetings.
- Met with City and County EDA offices to discuss improving the "Moving Here" page on the tourism website.
- Hosted 3 buses (2 Patsy Cline and 1 farm market) totaling 145 people at the Visitor Center.
- Published a new blog post, "[The 2019 Guide to Halloween in Winchester](#)".

Zoning and Inspections

- Completed:
 - 129 building permit inspections and issued 63 building/trades permits (\$544,387 valuation)
 - Significant projects:
 - 1411 S. Loudoun Street - \$130,000 - new single family dwelling
 - 2600 Valley Avenue - \$142,560 - electrical work for remodel
 - 137 code enforcement inspections and initiated 91 new cases
 - 2 new business review (2 business, 0 home business)
- Removed 20 signs from the public right of way (YTD=285).
- Attended property maintenance training.

Permit #	Type	Address	Description	Value
19 00003605	RREM	24 26 E PALL MALL ST	ADDING 1/2 BATHROOM, NEW FIXTU	\$5,000
19 00003692	BLDG	1208 BERRYVILLE AVE	SIGN FOUNDATION	\$0
	PLBG	VARIOUS	27 EXPANSION TANKS	\$200 EA
19 00003217	ZSGN	8 E OATES AVE	PAINTED SIGN	\$900
19 00003543	DEMO	505 507 N CAMERON ST	INTERIOR DEMO ONLY	\$10,000
19 00003542	DEMO	501 N CAMERON ST	INTERIOR DEMO ONLY	\$10,000
19 00003692	SIGN	1208 BERRYVILLE AVE	CITY WELCOME SIGN	\$38,000
19 00003605	MECH	24 26 E PALL MALL ST	INSTALL BATHROOM EXHAUST FAN	\$100
19 00003618	MECH	329 N CAMERON ST	DUCTWORK MODIFICATIONS	\$6,000
19 00003605	PLBG	24 26 E PALL MALL ST	NEW FIXTURES	\$750
19 00003611	DECK	414 W MONMOUTH ST	DECK AND FRONT PORCH	\$35,000
19 00003621	NR	218 224 S LOUDOUN ST	RE-ROOF	\$59,087
19 00003621	BLDG	218 224 S LOUDOUN ST	ASBESTOS ABATEMENT	\$0
19 00003694	MECH	353 E PICCADILLY ST	NEW HEAT PUMPS	\$14,000
19 00003525	MECH	403 MOSBY ST	REPLACE BOILER	\$3,100
19 00003548	BLDG	413 CASTLEMAN DR	INSTALL STAIRS FROM DECK TO GR	\$1,400
19 00002709	PLBG	3042 S100 VALLEY AVE	NEW FIXTURES	\$1,200
19 00002715	PLBG	303 FAIRMONT AVE	ADD WATER/SEWER SERVICE	\$0
19 00003701	NGAS	435 MOSBY ST	REPLACE A/C & FURNACE	\$0
19 00002758	FSUP	1840 AMHERST ST	ALT TO SPRINKLER SYSTEM	\$4,400
19 00002337	MECH	1850 APPLE BLOSSOM DR F-121	NEW A/C AND DUCTWORK	\$18,000
19 00003556	RIFI	1411 S LOUDOUN ST	NEW HOME	\$130,000
18 00000436	ELEC	135 S KENT ST APT 201	NEW DWELLING	\$2,500
19 00003616	ELEC	24 26 E PALL MALL ST	REMODEL 19-3605	\$5,000
19 00003204	ELEC	1401 RAMSEUR LN	REMODEL	\$5,000
18 00000434	ELEC	124 E CORK ST	NEW DWELLING	\$2,500
18 00000620	MECH	17 E MONMOUTH ST	NEW HEAT PUMP & A/C	\$10,000
19 00001887	ELEC	2340 LEGGE BLVD	BATHROOM REMODEL	\$9,640
19 00003612	ELEC	416 E PALL MALL ST	REPLACE SUB PANEL	\$1,750
18 00000435	ELEC	135 S KENT ST APT 101	NEW DWELLING	\$2,500
19 00003615	ELEC	1006 KINZEL DR	REPLACE SE CABLE	\$500
19 00003614	ELEC	568 570 N LOUDOUN ST	REPAIRS & REPLACEMENT	\$8,000

Permit #	Type	Address	Description	Value
18 00000437	ELEC	135 S KENT ST APT 202	NEW DWELLING	\$2,500
19 00003613	ELEC	568 570 N LOUDOUN ST	REPAIRS & REPLACEMENT	\$6,000
18 00000705	ELEC	126 W LEICESTER ST	REMODEL	\$2,000
19 00003036	ELEC	2600 VALLEY AVE	REMODEL	\$142,560
Total: 63				\$544,387

Public Services

- Concrete placement is progressing on the walls of the new water storage tank at the end of Strothers Lane.
- The new backup power generator at the raw water pump station adjacent to the water intake on the river is undergoing testing this week and is expected to be fully operational within the next month.
- Sidewalk repairs in the northeast part of the City are nearing completion and work will begin soon in the S. Washington/S. Stewart area.
- Held pre-bid meetings for contractors interested in bidding the Green Circle Phase III project and the Wentworth Drive improvements project. Bids for both projects will be opened in November.
- Recent rains have raised the flows in the N. Fork of the Shenandoah River where the City draws its water supply slightly, but the flows are being monitored closely. Overall, flows are relatively low because of the drought conditions during the past few months.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,596
Water service lines replaced (number)	0	364
Water meters replaced (number)	65	2,028
Sanitary sewer mains replaced/lined (linear feet)	232	5,386
Sanitary sewer laterals replaced (number)	0	100
Sanitary manholes replaced (number)	0	38
Sidewalks replaced (linear feet)	731	27,504
Sidewalks repaired (linear feet)	0	105,457

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	1.43	10.01	Lane miles
	Potholes repaired	4	192	#
	Mowing	3.89	358.66	Acres
	Miles of streets swept	43.50	2,155.80	Miles
	Tons of leaves hauled	0.01	32.81	Tons
Trees	Dead/diseased trees removed	15	160	#
	Trees trimmed	3	451	#
	Stumps removed	2	182	#
Traffic	Street signs Installed/replaced	8	315	#
	Pavement markings repainted (City)	159	10,143	Linear feet
	Pavement markings repainted (contractor)	0	586,461	Linear feet
Refuse & Recycling	Refuse collected	126.14	5,193.25	Tons
	Recycling collected	36.41	1,973.49	Tons
	Large item pickups	5	175	#
Transit	Total passengers	3,016	109,223	#
	Revenue miles pick up/drop off	3,941	154,751	Miles
	Revenue hours pick up/drop off	367.63	14,215.86	Hours
Utility billing	Payments processed	1,373	57,348	#
	New bills mailed out	4,089	59,970	#
	Water services turned off (non-payment)	0	410	#
Water treatment plant	Average daily water demand	6.29	6.34	Million gallons/
	Peak daily water demand	6.53	7.74	day
Wastewater treatment plant	Average daily flow treated	6.35	8.33	Million gallons/
	Peak daily flow treated	7.07	20.04	day
Water distribution and wastewater collection	Water main breaks repaired	0	11	#
	Water meters read	1,163	61,890	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	62	119,938	Linear feet
	After-hours call outs	3	300	#
Engineering	Site plans reviewed	0	99	#
	Floodplain permits issued	0	93	#
	Utility as-builts reviewed	0	10	#
	Right-of-way permits issued	7	181	#
	Land disturbance permits issued	1	12	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	27	1,725	#
	Erosion and sediment notices to comply	0	20	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	23	844	#
	Special events assistance	1	43	#
	Maintenance of pedestrian mall	37	1,357	Staff hours
Equipment maintenance	Total repairs completed	28	3,370	#
Winchester Parking Authority	Work requests completed	9	320	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	4	231	#
	Monthly rental cancellations	1	130	#
	Total monthly leases in all autoparks	+3	1,147	#
	Available monthly spaces in all autoparks	-3	265	#
	Hourly parkers (all four garages)	3,649	120,660	#
	Park-Mobile transactions	836	29,287	#
	Meter violations	110	8,270	#

Parks & Recreation

- Attended meeting with representatives with the Winchester Royals.
- Hosted Spookcessible event for children with special needs.
- Held Park Cleanup Day.
- Hosted Ghouls and Gals middle school dance.
- Continued work on Maintenance facility.
- Worked on compiling and designing the 2020 Winter/Spring Activity Guide.

Support Services

Innovation & Information Services

- Moved Personal Property Receipt changes to test.
- Created custom print service used in all web applications. Print templates in web applications will be more uniform and user-friendly.
- Updated Parcel, Streets, and Address points on Pictometry
- Continued working on new public facing Tax Parcel mapping application.
- Coordinated DNS changes related to O365.
- Released October 2019 updates to all workstations.

Social Services

- Received 129 Benefit Program applications: 35 SNAP, 33 Medicaid, 2 TANF, 1 VIEW, 1 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 58 Home Energy Assistance Program
- Provided case management to:
 - 3,677 Medicaid cases
 - 1,554 SNAP cases
 - 67 TANF cases
 - 18 Auxiliary Grant cases
 - 56 individuals receive VIEW services
 - 57 families/99 children receive Child Care Subsidy Assistance.
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	145/94
Child Protective Service referrals	9
Placed "on notice" for foster care entry by JDRC	4
Children in foster care	56
Entered/exited foster care	1/0
Adoption subsidy cases/adoptions finalized	58/1
Child Protective Service (CPS) case management load	49
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/2/133
CPS family assessments & investigations of alleged maltreatment	108
Family Service intakes	8
Adult Protective Service referrals	1
Adult services case management load	8
Adult guardianships/cases	2/75
Adult Protective Service investigations/intakes	15/8
Family Services Prevention case management load	5
Uniform Assessment Instrument screenings	0

Communications

- Distributed the October 16 CitE-News issue. [View](#)
- Handled 1 media requests for City information and staff interviews; 1 interview and 5 inquiries for WPD.
- Filmed and edited realistic job preview video for Social Services.
- Edited S2.E9 of publiCITY that features GIS Coordinator Kyle Schwizer and Arborist Jen Jenkins to discuss the new [Stop the Spotted Lanternfly ArcGIS Hub site](#) and an update to the status of the invasion in our area. Will be released October 30.
- Designed Public Safety Chili Cook Off poster.
- Filmed a humorous promotional [video](#) for the Public Safety Chili Cook Off to be held on October 24.
- Created promotional materials for Chili Cook Off.
- Took portraits of Fire Department Command Staff.
- Filmed training videos for the Public Services department with Safety Manager Jeff Merryman.
- Designed cover of FY21 Budget Manual for Finance.
- Designed winter park guide ad to promote ways to stay informed.
- Presented on social media tips and tools to over 30 area non-profit staff members at the Non-Profit Consortium conference.
- Continued working on website redesign and updating current site.
- Attended and filmed/photographed the Fire and Rescue burn building groundbreaking ceremony.
- Working to fix TV channel equipment issues.
- Continued working on new board member orientation program.
- Continued working with departments on records retention.
- Continued promoting the 2020 calendar [photo contest](#). Deadline is November 8. Calendar will be distributed in December.
- Created promotional materials for Winchester Police Department's Color with a Cop to be held on November 5 at Chick-fil-A (9-10:30 am) and the Apple Blossom Mall (11 am-1 pm).
- Created a new web page for the City's six tax exemption programs. [View](#)

311 Requests Received	#
FOIA	2
New Recycling Bin	0
Missed Trash/Recycling Collection	0
Trash on Property	1
City Tree Issue	1
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	0
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	0
Tall Grass	0
Water/Sewer Service	0
Citibot	1
Total/YTD	5/453

Date	City Press Releases
10/14	Housing Choice Voucher applications waiting list to open this month - read
10/15	Winchester Police see an increase in residential break-ins - read
	Winchester Police to host 3rd annual Color with a Cop event - read
10/16	WPS receives grant to increase school safety and prevent violence - read

Date	Articles in <i>The Winchester Star</i>
10/12	Pilgrimage to Handley's birthplace
	Our Views: City Fathers' fallacious reasoning
	Open Forums: A plea for common sense
	Oktoberfest: The calm before the storm
	Local officials: Lidl stores may still come to area
10/14	Festival brings taste of Germany to Old Town
	Airport plans to shorten its hours
10/15	VHDA, city will open housing choice voucher waiting list Oct. 29
	Movers & Shakers: Lt. Amanda Behan
10/16	Tower takes shape
	Traffic and safety analysis considered for Boscawen Street
	Winchester sees uptick in residential break-in reports
	Work on Comprehensive Plan shows how Winchester continues to change
10/17	City, county officials celebrate burn building partnership
	3rd annual Color with a Cop is Nov. 5
	Photo: Grandfather kept his family dry (Loudoun Street Mall)
10/18	New life proposed for building on mall
	Vehicle hits and injures elderly man on city street